

# Microsoft Excel Beginners Course

Your learning needs are at  
the heart of what we do.



By FourSquare Training



# Microsoft Excel Beginners Topics & Outline: One-Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

## Module 1: Introducing Microsoft Excel

1. What are Worksheets?
2. What are Workbooks?
3. What are columns and rows?

## Module 2: Mouse Pointer Functions in Excel

1. What are the Different Mouse Cursor Symbols?
2. Select Cell Cursor
3. Extend and fill Cells Cursor
4. Insertion Point Cursor
5. Drag Selection Cursor
6. Change Row and Column Dimensions Cursor

## Module 3: Selecting Cells in Excel

1. Cut Cells
2. Copy Cells

3. Format Cells
4. Move Cells

## Module 4: Navigating the Excel Screen

1. Introduction to Menus, Sheets and Views
2. Add, Insert, Rename and Move Worksheets
3. Scroll Bars, View Buttons and Magnification
4. Menus and Sub-Menus
5. Quick Access Toolbar
6. Customising the Toolbar
7. The Options Button and Global Settings

## Module 5: Entering and Editing Excel Data

1. Text, Values and Dates
2. Formulas, Values and Operators
3. Active Cells
4. Content Spill
5. Adjust Column Width
6. Editing Cells
7. AutoFill

## Module 6: Copying and Pasting Excel Data

1. Menu, Mouse or Keyboard Copy and Paste?
2. Drag Cells to Copy

## Module 7: Save, Close and Open Excel Files

1. Save, Save As
2. Disk Drive, Network Drive, OneDrive
3. File Names and Renaming



4. Opening and Closing a File
5. Adjust Column Width
6. Editing Cells
7. AutoFill

#### **Module 8: The File Tab Environment**

1. Open, Save, Print
2. Info, Recent and Options

#### **Module 9: Create a New Excel Workbook**

1. Create a New Workbook from Scratch
2. Excel Workbook Templates

#### **Module 10: Formulas and Functions**

1. What are Formulas and Functions?
2. Operators, Cell References and Constants
3. Cell Referencing
4. Operators and Operator Order
5. The SUM function and values
6. The AVERAGE function and values
7. The COUNT function and values
8. The MAX and MIN functions and values

#### **Module 11: Absolute Referencing**

1. What is Absolute Referencing?
2. Creating an Absolute Reference
3. Formula Auditing

#### **Module 12: Formatting Excel Worksheets**

1. Number Formatting
2. Fonts
3. Borders
4. Fill Colour

#### **Module 13: Printing Excel Worksheets**

1. Print Settings
2. Print Preview
3. Borders
4. Print Ranges and Print Selection
5. Create a Print Area
6. Print Titles

#### **Module 14: Excel Charts**

1. Create a Simple Chart
2. Chart Types
3. Chart Styles
4. Chart Tools Layout
5. Chart Title
6. Format Legend

#### **Module 15: Sorting and Filtering Excel Data**

1. Sort Options
2. The Sort Command
3. Add Levels
4. Filter a Database
5. The Filter Command



What our previous learners have to say:

“Extremely knowledgeable to a point where I was convinced she had actually written the Excel program!  
Excellent, thank you.”

*Microsoft Excel beginners course Huddersfield*

“Excellent trainer who made the learning exciting and enlightening.”

*Microsoft Excel beginners course Liverpool*

“Delivery and pace were great and took the time to explain again if needed.”

*Microsoft Excel beginners course Wolverhampton*

“Thank you, very helpful and clear!”

*Microsoft Excel beginners course virtual classroom*

“I feel all new managers coming into the business should attend this course. We had plenty of breaks and it was very informative and stopped and supported when we needed it. Excellent from start to finish.”

*Microsoft Excel beginners course virtual classroom*

“It’s an excellent course. I was impressed by the discovery of so many tools that will facilitate our working life. The trainer is excellent, everything was perfect.”

*Microsoft Excel beginners course Cambridge*

“Excellent, the best Excel course I have ever been on. Trainer gave time and patience to us all.”

*Microsoft Excel beginners course Wiltshire*

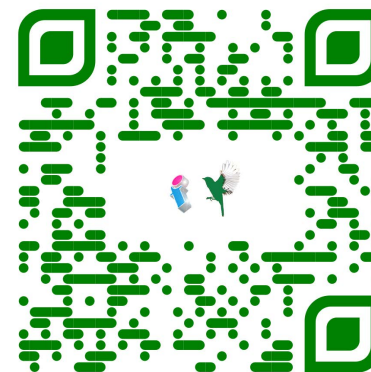
“We thought John was great, so great that we would love to book another course with him if possible.”

*Microsoft Excel beginners course Northamptonshire*

“Really good course, great trainer, could not believe how much I learned in 2 days.”

*Microsoft Excel and Word beginners courses Stockton-on-Tees*

**Scan the QR code for  
more course information:**



Print responsibly.

FourSquare Innovations Ltd | info@foursquaretraining.co.uk | 0844 493 3699